



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
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IN REPLY REFER TO

NAVAIRINST 5420.42
AIR-01C
18 Jan 94

NAVAIR INSTRUCTION 5420.42

From: Commander, Naval Air Systems Command

Subj: PROGRAM MANAGERS' INFORMATION SYSTEM CONFIGURATION
CONTROL BOARD

1. Purpose. To formally establish and define the duties/responsibilities of the Naval Aviation Systems Team (TEAM) Program Managers' Information System (PMIS) Configuration Control Board (hereafter referred to as the PMIS Board) and supporting PMIS Working Group.
2. Scope. This instruction applies to program management information system requirements, tools, and databases operating on the Naval Air Systems Command (NAVAIR) Headquarters Network (NHN) in support of programs managed by NAVAIR and the Naval Aviation Program Executive Officers (PEO's).
3. Discussion
 - a. The installation of the NHN presents the TEAM the opportunity to use state-of-the-art automation capabilities to develop a PMIS for use by the PEO's, Program Managers (PM's), and their program support team members as a tool to assist program execution activities. Utilization of fourth-generation database operations on the NHN to support PMIS will facilitate development of unique and common sets of software applications, references, and databases, avoiding the need for multiple and/or redundant data entry by the PM's, and providing TEAM personnel the benefits of becoming proficient in the use of unique and common software applications for programs.
 - b. Key to PMIS is the development and management of operating procedures, standards, and database definitions to ensure that program data elements contained in PMIS are entered, maintained, and utilized in a consistent manner throughout the TEAM. Access/control and reporting procedures are also required to provide the PEO's, PM's, and program support team members ultimate control on the use of their program data elements, particularly when using applications that interface on the NHN. To accomplish this, establishment of a PMIS Board is required.



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4. Policy

a. The PMIS Board will govern current PMIS operations and will play a major part in the development of common applications. The PMIS Board will be chaired by the Deputy Commander for Acquisition and Operations (AIR-01), and will consist of representatives from the various organizations that will utilize the PMIS database (i.e., the PEO's, PMA's, NAVAIR Air Groups, and the Navy Aviation Supply Office (ASO)).

b. Specific duties of the PMIS Board include the following:

(1) Define the data architecture (data fields, type, length, relationships, etc.) that future PMIS functional applications must adhere to, including user screens, screen interfaces, and reports.

(2) Define and approve a data element dictionary.

(3) Define data security access/data control/authorizations.

(4) Establish guidelines for data editing and validation (i.e., responsibility for input/update of data fields; process for input / update of data fields; cross-checking / verification of data; etc.).

(5) Review future PMIS developments/applications for compliance with the defined PMIS data architecture and data dictionary.

(6) Approve common (standard) applications that will be used across the TEAM.

c. PMIS Board operations will be assisted by a PMIS Working Group, chaired by the Assistant Deputy Commander for Operations (AIR-01C) (or designated program manager) consisting of comparable membership to the PMIS Board. The PMIS Working Group will be responsible for defining future PMIS requirements for PMIS Board consideration.

d. The NAVAIR Information Systems Division (AIR-714) will be responsible for working with the PMIS Board to ensure that any future unique and/or common applications developed to use the PMIS database meet the prescribed data architecture. AIR-714 will also assist the PMIS Board in recommending a Database Administrator as the Board's technical advisor on PMIS database design.

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5. Responsibilities

a. AIR-01. Provide management/direction to PMIS Board and Working Group operations to carry out the functions described in paragraph 3 of this instruction.

b. PEO's, PMA's, NAVAIR Air Group Commanders, and ASO. Provide representation and support to the PMIS Board and its attendant PMIS Working Group.

6. Implementation. The establishment of the PMIS Board was approved by the TEAM during the Executive Steering Committee Meeting of 9 November 1993.


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